

Changes in Examination Regulations to the University Gazette – Social Sciences Division

SSD/2/2/4

Social Sciences Board

Approved at the meeting of Teaching Audit Committee on 27 February 2015

Title of Programme

Professional Graduate Certificate in Education

Brief note about nature of change: Change to format of assignment submission, and minor text revision

Effective date

For students starting from MT2015

For first examination from 2015-16

Location of change

In *Examination Regulations* 2014

Detail of change

1. P910, I4 – P911, I44:

1. The Departmental Board of the Department of Education shall have power to grant Professional Graduate Certificates in Education to candidates who have satisfied the relevant conditions prescribed in this section.

2. The examination for the Professional Graduate Certificate in Education shall be under the supervision of the Departmental Board which shall have the power to make regulations concerning the examination and arrange lectures and courses of instruction for the Certificate.

3.

1. (a) All candidates for the Professional Graduate Certificate in Education must

have obtained on entry to the course a grade C or above in GCSE English Language and in GCSE Mathematics, or their equivalent.

2. (b) All candidates must be graduates. They should normally have at least a good upper second class degree in a subject appropriate for the curriculum area to which they are applying.

4. After admission as a certificate student, a candidate must have kept statutory residence and pursued a course of study in Oxford for at least three terms before taking the examination.

5. A student reading for the Professional Graduate Certificate in Education, who is not a graduate of the University, may wear the same gown as that worn by Students [reading](#) for the degree of Doctor of Philosophy.

Special Regulations

1. Course

(a) The course will consist of lectures, tutorials, seminars and classes in the theory and practice of education, together with a serial placement and two extended periods of practical experience in schools or other educational settings.

(b) The subjects of the course of study are as follows: *Curriculum studies* related to the professional knowledge, understanding and skills required for teaching a specific subject across the 11-18 age range: the place of the subject in the school curriculum; the establishment and maintenance of a purposeful learning environment; lesson planning, teaching, and evaluation; formative and summative assessment; the promotion of young people's health and well-being; professional team work and collaboration. In each of the seven subjects offered (English, Geography, History, Mathematics, Modern Foreign Languages, Religious Education and Science) an integrated programme requires students to set theoretical and research-based understandings alongside classroom observation and teaching experience, subjecting both the educational theory and the practice to rigorous critical evaluation. A *Professional Development Programme* presented through an integrated programme taught within the University and across the partnership schools, concerned with issues of policy and professional practice which transcend individual subjects. This programme is structured around a number of core themes which include: the changing nature of education and the role of schools; the developing school curriculum (secondary phase) and assessment; adolescence; learners and learning; inclusion and issues of social justice; teacher professionalism and collaborative working. It also includes training in research methods appropriate to the conduct of small scale practitioner research studies. *School Experience* The course includes 120 days' experience in a school or other educational setting nominated for this purpose by the Department of Education.

2. Examination

Every candidate will be required to satisfy the examiners in the following:

(a) an assignment of 4,000 to 5,000 words (including footnotes/endnotes but excluding appendices, references or bibliography) on an issue of professional practice which transcends individual subjects. ~~Two typewritten/word-processed copies of the assignment must be delivered to~~ One electronic copy of the assignment (in a software format available in the department) must be submitted online to a digital address provided by the PGCE Examiners, ~~e/o the PGCE Course Administrator, Department of Education, 15 Norham Gardens, Oxford OX2 6PY~~ at such dates and times as the examiners shall determine. Both copies of the assignment should be anonymous except for the candidate number.

(b) two curriculum assignments of 4,000-5,000 words each (including footnotes/endnotes but excluding appendices, references or bibliography), related to the theory and practice of teaching and learning within the candidate's own subject discipline. ~~Two typewritten/word-processed copies of each assignment must be delivered to~~ One electronic copy of the assignment (in a software format available in the department) must be submitted online to a digital address provided by the PGCE Examiners, ~~e/o the PGCE Course Administrator, Department of Education, 15 Norham Gardens, Oxford OX2 6PY~~ at such dates and times as the examiners shall determine. Both copies of each assignment should be anonymous except for the candidate number

(c) an assessment of the candidate's professional attributes, knowledge, understanding and skills in relation to the Teachers Standards as determined by the Department for Education. This assessment is carried out by persons representing both the University and its partnership schools who are appointed for this purpose by the Departmental Board of the Department of Education.

Details of submission deadlines for the assignments set out under (a) and (b) above and of the deadlines for the assessment of candidate's professional attributes, knowledge, understanding and skills as set out in (c) above shall be published annually in the PGCE course handbook distributed to candidates at the start of the course. The determination of any candidate's fitness to teach during the course of the Professional Certificate of Education programme must be carried out in accordance with the Regulations for procedures concerning fitness to teach during the PGCE programme published annually in the PGCE course handbook and made available to students on the first day of the PGCE term. Candidates may also be called for viva voce examination. Candidates who fail the examination may apply to the Departmental Board to be re-examined on not more than one occasion which should normally be within one year of their initial failure. Candidates who fail to satisfy the examiners in 2(c) above shall not be granted permission to re-enter for the examination.

Explanatory Notes
Change to submission of assignments to electronic submission and minor text revisions

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